



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY, EUROPE, AND SEVENTH ARMY**  
**OFFICE OF THE COMMANDING GENERAL**  
**UNIT 29351**  
**APO AE 09014-9351**

AEAGA

S: 27 February 2004  
22 January 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAREUR 2004 Voting Campaign

This memorandum expires 1 December 2004.

1. References: Enclosure 1, paragraph 2, lists references.
2. The Federal voting season will begin soon. During this time, the President, 34 U.S. Senators, 435 members of the House of Representatives, 13 State Governors, and thousands of State and local officials will be elected. As leaders, we must ensure that our Soldiers and civilians understand the importance of voting as well as the procedures they need to follow if they want to participate in the general election, including the primaries, during the 2004 election year.
3. This memorandum outlines my intent for the USAREUR 2004 Voting Campaign, which will run from 1 January through 31 December 2004. This campaign ensures compliance with the Army Voting Plan and implements the Army Voting Assistance Program in the Army in Europe. The purpose of the Army Voting Assistance Program is to help Soldiers and other eligible individuals register to vote and cast their ballots according to applicable statutes and regulations. The guidance provided by the references in enclosure 1 and the prohibitions in enclosure 2 must be strictly observed to ensure compliance. Servicing staff judge advocate offices can provide assistance in helping commanders apply this guidance while implementing voting assistance programs in their commands.
4. The goal of the USAREUR 2004 Voting Campaign is to ensure that all military personnel, DOD civilians, and their family members are provided information on registering to vote and are given the opportunity to exercise their right to vote. The USAREUR G1 is hereby designated as the USAREUR Senior Voting Assistance Officer and has the lead for implementing this campaign in the European theater. The campaign has four phases as follows:

**a. Phase I: Preparation and Initiation (January-April 2004).** During this phase, the USAREUR Voting Assistance Program Action Plan will be distributed to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and the United States Army Installation Management Agency, Europe Region Office (IMA-Europe). Commanders of USAREUR major subordinate and tenant commands will develop unit voting action plans that encourage using the Federal Voting Assistance Program (FVAP) website (<http://www.fvap.gov>) to obtain all voting information and materials. (Limited printed quantities of voting information and the Voting Assistance Guide may be available.) Also during this phase, 1st Personnel Command (1st PERSCOM) will ensure the procurement and distribution (in-hand delivery) of Federal postcard

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applications (FPCAs) and Federal write-in absentee ballots (FWABs). These items will be shipped to area support group (ASG) voting assistance officers. (Publications clerks also can order these items through normal publications channels at [https://aepubs.army.mil/ae/public/aepubs\\_main.asp](https://aepubs.army.mil/ae/public/aepubs_main.asp).) Installation voting assistance officers will generate and maintain a directory that includes the names and office telephone numbers of all local unit voting assistance officers (including for tenant organizations). Installation telephone operators will be provided the name, mailing address, e-mail address, and office telephone numbers of installation voting assistance officers. Inspectors general will inspect unit voting assistance programs according to AR 20-1. Commanders and voting assistance officers will conduct command information programs before primary elections begin and repeat these programs, as necessary, to provide information to Soldiers, civilians, and family members on the primary and general elections and encourage them to take part.

**b. Phase II: Registration and Primary Elections (April-September 2004).** This phase involves the careful planning and execution of voting assistance programs to inform potential voters of primary election schedules. Voting assistance officers will attend a voting assistance workshop and will concentrate on providing absentee registration and voting assistance to all personnel and eligible family members for Federal, State, and run-off primary elections. 1st PERSCOM will continue to obtain and distribute FPCAs and FWABs. FWABs may be used only for the general election (Federal offices) under conditions specified in the Voting Assistance Guide. Some jurisdictions may allow the use of the FWAB for State and local elections by all absentee voters as specified in the Voting Assistance Guide. 1st PERSCOM will also conduct Overseas Citizens Voters Week (27 Jun through 3 Jul 04) and Armed Forces Voters Week (3 through 11 Sep 04). We must develop programs to support the objective of raising awareness and increasing motivation to participate in the general election, including publicizing the importance of early action on the part of the voter in order to obtain a ballot for the general election well in advance of election deadlines. As with each phase, 1st PERSCOM will continue agency and command information programs and the distribution of voter information.

**c. Phase III: Requesting Ballots for the General Election (October-November 2004).** During this phase, voting information will continue to be distributed. The main emphasis will be on communicating how and when to use the FWAB. Voting assistance officers will recommend the use of the FWAB if the voter meets the criteria and does not receive a regular absentee ballot in time for the ballot to be returned and counted.

**d. Phase IV: Evaluation (December 2004).** During this phase, 1st PERSCOM will, if requested, assist with and participate in post-election surveys of military members, overseas civilian employees, and unit voting assistance officers. The survey findings will be used to plan for future voting assistance programs and will be part of the Seventeenth Report on the Federal Voting Assistance Program.

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5. By 27 February 2004, commanders of USAREUR major subordinate and tenant commands will develop unit voting action plans that incorporate the requirements in this memorandum and expand on the USAREUR Voting Action Plan in enclosure 1. Commanders will send completed plans to the USAREUR Voting Assistance Officer and the Commander, 1st Personnel Command, by 27 February 2004. The goal of these plans is for units to have knowledgeable, dedicated voting assistance officers who ensure that Soldiers and their families know how to register to vote and how to cast overseas absentee ballots if they choose to do so. The effectiveness of the voting campaign depends on command diligence in this complicated task as well as a successful command information plan and effective coordination at all levels.

a. Beginning in mid-November 2003 and running throughout the voting campaign, the Office of the Chief, Public Affairs (OCPA), HQ USAREUR/7A, in coordination with IMA-Europe, will publish and distribute articles on the right to vote and materials that are coordinated with American Forces Network (AFN) and print media. These articles and materials will be distributed down to the Soldier and family-member level. Commanders and other leaders will leverage these resources in their units' ongoing campaigns. The following resources also may be used to complement voting campaign programs: family readiness groups, predeployment preparation, local media, e-mail, USAREUR webpages, Bell Sends messages, and news releases on voting. More resources are available on the USAREUR Homepage.

b. The coordination and cooperation among ASGs, base support battalions (BSBs), and their tenant USAREUR units is critical to complying with DOD Directive 1000.4 and fully implementing the USAREUR functions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) in the Army in Europe. Information and guidance that is sent to ASGs and BSBs through the IMA-Europe Voting Assistance Officer (who coordinates tasks related to the program) must be made available to potential voters in a timely manner to ensure that IMA-Europe, ASGs, BSBs, and subordinate units and activities in their areas of responsibility are administering the program according to Federal implementing instructions. Commanders must develop a rapport with their supporting ASGs and BSBs to facilitate assistance and overall success of the voting campaign. We must ensure that everyone involved is aware of required information, materials, and procedures on how to obtain required documents, and that we distribute the same to every eligible voter. We must stress the importance of Overseas Citizens Voters Week, Army Voter Registration Month, and Armed Forces Voters Week through advertising, promoting, and setting goals to get 100 percent in-hand delivery of FPCAs and FWABs to eligible voters.

c. Specific responsibilities and tasks to subordinate units, HQ USAREUR/7A staff offices, and other agencies are included in the USAREUR Voting Action Plan in enclosure 1.

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6. The enclosures to this memorandum provide information critical to these tasks. The USAREUR Homepage also provides information that will further help all concerned to concentrate on the tasks and steps we must take to ensure our Soldiers, civilians, and family members are provided every opportunity to cast a ballot. Throughout the voting season, separate messages will be issued to address specific concerns.

7. The success of this campaign is everyone's responsibility. We must make every effort to educate all eligible voters on where and how to cast a ballot in the upcoming elections. Our effectiveness and success depend on four key elements: adequate training, publicity, planning and preparation, and concerned leaders taking complete ownership of their voting assistance programs. Combining these elements, we must ensure that U.S. citizens throughout the Army in Europe are given the opportunity to vote.



B. B. BELL  
General, USA  
Commanding

3 Encls

1. USAREUR Voting Action Plan
2. Prohibited Practices
3. Voting Brochure

DISTRIBUTION:  
B (AEPUBS)

## **USAREUR VOTING ACTION PLAN**

### **1. Purpose**

The USAREUR Voting Action Plan provides guidance on conducting a thorough and effective voting program in the Army in Europe, thereby ensuring compliance with the Federal Voting Assistance Program (FVAP). The purposes of this plan are to—

a. Implement the USAREUR functions of the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA); comply with the DOD Directive 1000.4; distribute information and guidance to voting assistance officers (VAOs) at the United States Army Installation Management Agency, Europe Region Office (IMA-Europe), and in area support groups (ASGs) and base support battalions (BSBs); and coordinate tasks related to the FVAP.

b. Actively promote the FVAP in the European theater and ensure that all military personnel, DOD civilians, and their family members are provided information relating to the process of registering to vote and of the opportunity to exercise their right to vote. This information should include age requirements and the UOCAVA procedures concerning absentee voting registration.

c. Ensure that IMA-Europe, ASGs, BSBs, and subordinate units and activities in their areas of responsibility—

(1) Administer the Army Voting Plan for military personnel, civilians, and their family members in accordance with the Federal implementing instructions for conducting the Army Voting Assistance Program.

(2) Are aware of all necessary voting information, materials, and procedures, and how to obtain required documents; and are distributing required documents to every eligible voter to ensure that they are available to U.S. citizens overseas.

(3) Emphasize the importance of Overseas Citizens Voters Week (27 Jun through 3 Jul 04), Army Voter Registration Month (Aug 04), and Armed Forces Voters Week (3 through 11 Sep 04) by encouraging the advertisement and promotion of these observances and of the goal of 100 percent of in-hand delivery of Federal postcard applications (FPCAs) and Federal write-in absentee ballots (FWABs) to eligible voters.

d. Help IMA-Europe, ASGs, BSBs, and subordinate units and activities in every way to ensure the success of the Voting Assistance Program.

### **2. Required References and Materials**

VAOs must have the following references and materials:

a. AR 608-20, Voting by Personnel of the Armed Forces.

b. Voting Assistance Guide.

c. USAREUR Voting Action Plan.

- d. Federal Voting Assistance Website (<http://www.fvap.gov>).
- e. SF 76, Federal Post Card for Registration and Absentee Ballot (commonly referred to as the Federal postcard application (FPCA) (four for each person).
- f. SF 186, Federal Write-In Absentee Ballot (FWAB).

### **3. Obtaining Voting Publications, Forms, and Other Literature**

a. The distribution of DOD printed voting materials in the Army in Europe will be centrally managed by the United States Army Publications Distribution Center, Europe, and 1st Personnel Command. The following materials will be shipped to VAOs:

- (1) Voter Assistance Guide (reprinted every 2 years).
- (2) DOD posters. A variety of posters are printed periodically. Posters directed at various voting audiences will be provided.

b. Unit and activity publications officers are responsible for requisitioning the following:

- (1) AR 608-20.
- (2) SF 76.
- (3) SF 186.

### **4. Responsibilities**

**a. The USAREUR G1.** The USAREUR G1 is the USAREUR Senior Voting Assistance Officer (SVAO) and will—

- (1) Forward voting information obtained from the FVAP Office and DA to USAREUR major subordinate and tenant commands (AE Reg 10-5, app A) and IMA-Europe.
- (2) Update the USAREUR Voting Campaign and Action Plan, as required.
- (3) Coordinate voting activities with HQ USAREUR/7A staff offices, USAREUR major subordinate and tenant commands, and other agencies as appropriate.
- (4) Coordinate and ensure the distribution of voting materials printed by DOD.
- (5) Ensure primary and alternate VAOs in the appropriate grade are appointed in writing for all USAREUR major subordinate and tenant commands and IMA-Europe.
- (6) Plan and execute VAO training for the Army in Europe.

**b. Commanders of USAREUR Major Subordinate and Tenant Commands and the Director, IMA-Europe.** Commanders of USAREUR major subordinate and tenant commands and the Director, IMA-Europe, will—

(1) Ensure the Voting Assistance Campaign Plan is conducted fairly and within the legal limits of the DOD Directive 1000.4, AR 608-20, AR 608-20 implementing instructions (2004/2005), and all other referenced publications that provide guidance on absentee voting.

(2) Appoint (in writing) an SVAO in the grade of major or civilian equivalent or above; ensure that all subordinate units and activities with 25 or more personnel have a unit VAO appointed in writing in the grade of first lieutenant, sergeant first class, or civilian equivalent or above; and ensure this information is available to the public by 27 February 2004. The SVAO will serve for the duration of the voting season (Jan through Dec 04).

(3) Emphasize the importance of voting by promoting voting programs through educational awareness and campaign publicity to obtain good participation in the voting season.

(4) Ensure VAOs attend training workshops provided by DOD at military installations in the European theater.

(5) Ensure continued command support is present at all levels for the Voting Assistance Program throughout the voting season.

(6) Ensure required reports are forwarded as requested by established suspense dates (encl 1, tab B).

(7) Maintain campaign momentum and emphasis throughout the voting campaign.

**c. Commanders of ASGs and BSBs.** ASG and BSB commanders will—

(1) Appoint (in writing) an installation senior voting assistance officer (ISVAO) in the grade of major or civilian equivalent or above; ensure that all subordinate units and activities with 25 or more personnel have a unit VAO appointed in writing in the grade of first lieutenant, sergeant first class, or civilian equivalent or above; and ensure this information is available to the public by 27 February 2004. The ISVAO will serve for the duration of the voting season (Jan through Dec 04).

(2) Distribute information on voting and voting assistance, and emphasize the importance of voting by promoting voting programs through educational awareness and campaign publicity to obtain good (if not 100 percent) participation in the voting season.

(3) Ensure VAOs attend training workshops provided by DOD at military installations in the European theater. Also provide information to all VAOs concerning the dates and times of this training to encourage maximum attendance.

(4) Ensure continued command support is present at all levels for the Voting Assistance Program throughout the voting season.

(5) Ensure required reports are forwarded as requested by established suspense dates (encl 1, tab B).

(6) Create voting assistance hotlines in each BSB community.

(7) Create and maintain a voting assistance webpage that educates the community on voting registration, lists local VAOs, and provides links to the USAREUR Voting Assistance webpage and the FVAP website.

(8) Maintain campaign momentum and emphasis throughout the voting campaign.

**d. SVAOs and Unit VAOs.** SVAOs and unit VAOs will—

(1) Ensure the delivery and proper supply of FPCAs for distribution to subordinate units according to the Army implementing instruction for conducting the Army Voting Program.

(2) Provide periodic status reports on the overall performance of their programs, estimates on the number of in-hand FPCAs, program successes, and problems to be reported to higher headquarters.

(3) Help and advise ASGs, BSBs, and subordinate units on the UOCAVA rights of eligible citizens to register and vote.

(4) Emphasize the importance of voting by absentee ballot to encourage mass participation during Federal elections.

(5) Publicize and promote the FVAP and designate one well-advertised, fixed location where military personnel, civilian employees, and their family members may seek voting assistance.

(6) Develop and implement an FVAP continuity book that includes Federal voting assistance information, reference material, training conducted, and orders appointing them as the VAO with subordinate VAO orders to be included.

(7) Develop and implement a plan to make FPCAs available on all installations at in- and outprocessing centers and central processing facilities for 100-percent in-hand accountability.

(8) Attend a voting assistance workshop scheduled for May 2004 (time to be determined) at an installation in the European theater.

(9) Visit the FVAP website on a regular basis to monitor new voting information.



(10) Be creative and take initiative when planning voting activities.

**e. Office of the Chief, Public Affairs (OCPA), HQ USAREUR/7A.** The OCPA will—

(1) Use media channels to distribute voting information provided by DOD, DA, and the USAREUR SVAO.

(2) Conduct an effective publicity plan for this campaign.

(3) Provide a link from the USAREUR Homepage to the Voting Assistance Program website.

(4) Inform voters through the following media:

(a) American Forces Network for spot announcements and interviews appropriate for radio and television broadcasts.

(b) The Stars and Stripes for primary, general, special, State, and local election information. Interviews appropriate for publication may be used to promote the voting campaign.

(c) Community magazines, newspapers, and other media for articles of general use by the community.

**f. Staff Judge Advocates.** Staff judge advocates will participate in the USAREUR Voting Action Plan by—

(1) Providing legal assistance to members of the community to counsel voters about legal residency and other potential legal aspects of voting.

(2) Advising SVAOs, VAOs, and unit commanders to ensure that local voting assistance programs are legally managed.

**g. Office of the Inspector General (OIG), HQ USAREUR/7A.** The OIG will inspect the Voting Assistance Program according to AR 20-1.

**h. Director, IMA-Europe; and Commanders, Task Force Eagle and Task Force Falcon ASGs.** The Director, IMA-Europe; and Commanders, Task Force Eagle and Task Force Falcon ASGs, will—

(1) Review planned voting events.

(2) Help deploying and redeploying units with their voting assistance programs.

**i. Commanders of Deployed Units.** Commanders of units deployed to Operation Iraqi Freedom and Operation Enduring Freedom will—

(1) Appoint (in writing) a forward-deployed senior voting assistance officer (FDSVAO) in the grade of major or civilian equivalent or above; ensure that all subordinate units and activities with 25 or more personnel have a unit VAO appointed in writing in the grade of first lieutenant, sergeant first class, or civilian equivalent or above; and ensure this information is available to the public by 27 February 2004. The FDSVAO will serve for the duration of the voting season (Jan through Dec 04).

(2) Review planned voting events to be conducted under other than normal circumstances.

(3) Help deploying and redeploying units with the Voting Assistance Program.

#### 5 Tabs

A. Information Support Plan (2004-2005)

B. Action and Report Suspense Dates

C. "To Do" Lists

D. Frequently Asked Questions and Need-to-Know Information for Installation Voting Officers (IVOs)

E. Publicity Methods

## **Information Support Plan (2004-2005)**

### **Purpose**

The purpose of this plan is to concentrate commanders, personnel officers, and VAO efforts in providing voting assistance to Soldiers, DA civilians (including nonappropriated fund civilians and Retirees), and their family members for the 2004 general elections.

### **Scope**

This plan applies to public affairs officers in the Army in Europe.

### **Applicability**

- a. This plan should be directed at all Soldiers, but is primarily intended for first-time voters, those using the absentee voting process for the first time, and their family members.
- b. Installation VAOs will build on this plan to produce their educational and promotional materials.

### **Objectives**

The objectives of this plan are to—

- a. Provide voter information that will educate Soldiers, DA civilians (including nonappropriated fund employees), and their family members regarding the process they need to follow if they want to vote.
- b. Educate Soldiers, DA civilians, and their family members on the mechanics of voting overseas (see the Voting Assistance Guide).
- c. Ensure that all Soldiers and DA civilians overseas have the opportunity to register and vote.

### **Situation**

- a. This is a general election year. In 2004, The President, 34 U.S. Senators, 435 members of the House of Representatives, 13 State Governors, and thousands of State and local officials will be elected.
- b. We must communicate to our Soldiers the importance of voting and the process they must follow if they want to participate in the general election, including the primaries throughout the 2004 election year.
- c. The primary slogan for the 2004 general election year is “It’s Your Future, VOTE For It.” This slogan, in addition to other slogans found on the front page of and throughout the Voting Assistance Guide, should be used during the 2004 and 2005 elections to motivate the Army’s target market voters.

d. The Armed Forces Information Service (AFIS) is likely to conduct specialized, multimedia activities emphasizing registration for voting in primary and general elections for the entire Army. In addition to distributing news releases and related features, the Armed Forces Radio Television Service (AFRTS) may broadcast voting spot announcements and features. The Army News Service (ARNEWS) will distribute articles to newspapers worldwide. The Soldiers Radio and Television (SRTV) Service will also be involved in distributing radio and television products worldwide.

e. Soldiers Magazine will provide information on voting to commanders for their use in showing Soldiers how to register and vote.

f. The FVAP Office will prepare releases to alert voters of special election dates.

g. The FVAP Office will prepare voting information on State and local primary elections and continue operating the DOD Voting Information Center ( DOD VIC). The DOD VIC provides a 24-hour recorded service with news and information on elections, candidates, and issues. Anyone may call the DOD VIC at civilian 1-800-VOTE (8683) or (703) 588-1343, DSN 312-425-1343, or any of the toll-free numbers found in the Voting Assistance Guide or on the FVAP website at <http://www.fvap.gov> under toll-free Ombudsman Service.

h. August is “Army Voter Registration Month.” During this month, every Soldier and DA civilian overseas (including nonappropriated fund civilians and Retirees overseas) will be given a copy of SF 76, which will allow them to register to vote. Local commands may design an event, within the limits of law and policy, during which the form may be distributed.

## **Concept**

a. Through command information print and electronic media, all VAOs will support the efforts to show Soldiers, DA civilians, and their family members how to register and vote, even when they are away from their home State.

b. The following guidance and communication ideas should be incorporated in command information programs:

(1) As stated above, this plan is mainly for first-term Soldiers who may be eligible to vote for the first time. Challenge them to educate themselves on the voting process and help them register to vote if they desire to do so.

(2) Spots and pictures may show noncommissioned officers teaching first-term Soldiers the procedures for absentee registration and voting.

c. The following “good ideas” should be communicated throughout the command to encourage voter participation among Soldiers. All programs should be reviewed by the servicing staff judge advocate to ensure that the effort complies with law and policy.

(1) Conduct an oath-reaffirmation ceremony followed by registration opportunities.

(2) Set up colorful, patriotic voting displays in high-traffic areas (for example, bowling facilities, chapels, childcare facilities, clothing sales stores, commissaries, exchanges, golf courses, hobby shops, housing areas, officer and noncommissioned officer clubs, shopettes, theaters, welcome centers).

(3) Use unit organization days, command picnics, and other important events unique to the command to provide information on how to register to vote and request ballots. Set up other special events to concentrate on registration and voting (for example, an event scheduled around the Fourth of July or other appropriate holidays).

(4) Publicize Army Voter Registration Month by e-mail, flyers, and posters. The flyers and posters may be placed in local banking facilities, exchanges, gasoline stations, gymnasiums, hobby and craft shops, museums, nonappropriated fund facilities, officer and noncommissioned officer clubs, officer and noncommissioned spouses clubs, on-post theaters, and shopettes.

(5) Publicize letters from installation commanders or SVAOs to Soldiers regarding their opportunity and right to vote. Commanders must be cautious to ensure that their letter complies with law and policy, and especially with the restrictions on commissioned officers influencing the voting of a member of the Armed Forces. The servicing staff judge advocate should review the letter before it is published.

(6) Publicize the location where FPCAs may be obtained for registering to vote and requesting ballots. This publicity should include all unit VAOs who are trained to help execute the FPCA.

**NOTE:** The above suggestions are just a few ideas commanders may use to increase voter participation. Commanders and VAOs may use any patriotic theme that is in good taste and that complies with law and policy to reach the Army's target audience.

### Action and Report Suspense Dates

<b>Suspense Date</b>	<b>Item</b>	<b>Requirement</b>
1 Feb 04	100 percent in-hand delivery of FPCAs	This requires unit VAOs to place FPCAs in the hands of all eligible Soldiers.
9 Apr 04	Quarterly VAO roster report	Unit VAOs provide an updated list of SVAOs.
May 04	FVAP workshop	Every VAO is required to attend.
4 Jun 04	Monthly status report	This report includes the percentage of eligible Soldiers who have been contacted during the month of May.
27 Jun - 3 Jul 04	Overseas Voters Week	Publicize the importance of early action on the part of voters to obtain a ballot for the general election well in advance of election deadlines.
1 Jul 04	Quarterly VAO roster report	Unit VAOs provide an updated list of SVAOs.
1 Jul 04	Monthly status report	This report includes the percentage of eligible Soldiers who have been contacted during the month of June.
1 Jul 04	First special report	Unit VAOs will report their plan to promote voter registration during the August 2004 Army Voter Registration Month.
15 Aug 04	Monthly status report	This report includes the percentage of eligible Soldiers who have been contacted during the month of July.
15 Aug 04	100 percent in-hand delivery of FPCAs	This requires unit VAOs to place FPCAs in the hands of all eligible Soldiers.
1 Sep 04	FPCA report	Unit VAOs will report the accomplishment of the delivery of FPCAs to eligible personnel.
1 Sep 04	Monthly status report	This report includes the percentage of eligible Soldiers who have been contacted during the month of August.
1 Sep 04	Second special report	This report will be the overall evaluation of the success of the August 2004 Army Voter Registration Month.
3 - 11 Sep 04	Armed Forces Voters Week	Commanders and unit VAOs encourage and publicize voter registration awareness.
4 Dec 04	After-action report	Unit VAOS provide after-action reports in the format specified by DOD.

### **Key Tasks**

- Provide continuous command emphasis at all levels.
- Appoint VAOs in the appropriate grades at all levels.
- Provide Soldiers at least one briefing or training session on absentee registration and voting.
- Provide Soldiers with Federal postcard applications.
- Establish a voter assistance trainer/adviser team to monitor programs.
- Establish and publicize voting action lines on every installation.
- Assess unit voting assistance programs.
- Provide periodic and special reports according to the Army Voting Action Plan.
- Conduct Overseas Citizens Voters Week (27 Jun through 3 Jul 04).
- Conduct Army Voter Registration Month (Aug 04).
- Conduct Armed Forces Voters Week (3 through 11 Sep 04).
- Conduct an active information support plan.

## **“To Do” Lists**

### **January:**

- Distribute Federal postcard applications (FPCAs) (SF 76) to members of your command. All Soldiers, family members, and civilians should submit a new FPCA to their local election official in January of each year. The FPCA is used to register or confirm registration, acts as a request for absentee ballots for any elections to be held that year, and informs the local election official of the member's current mailing address.
- Visit the FVAP website at <http://www.fvap.gov> frequently to be aware of scheduled and special elections that take place in 2004.
- Review and revise your voting action plan to schedule your activities as a voting assistance officer for the year.
- Use the Voting Information News newsletter and distribute it to others, including your local media.

### **February:**

- Make sure you are on the distribution list for FVAP news releases and the Voting Information News (VIN). The VIN is available by e-mail, regular mail, or both and on the FVAP website. Because of their time-sensitive nature, news releases are distributed only by e-mail and placed on the FVAP website. To be added to or to change the distribution list, send an e-mail message to [vote@fvap.ncr.gov](mailto:vote@fvap.ncr.gov).
- We encourage you to make VIN available to everyone you are assisting. If you receive the VIN by e-mail, we recommend that it be forwarded to everyone in your command or organization. Distribution by e-mail will save both paper and time in distributing important voting information.
- Be sure your installation telephone-information operator has your name and telephone number for referrals.
- Inventory and replace your stock of voting materials that were consumed in last year's elections. Federal postcard applications (FPCAs (SF 76)) and Federal write-in absentee ballots (FWABs (SF 186)) are available through normal distribution channels.
- Remind citizens to submit an FPCA this year. Many States have State and local elections for which they may be eligible to vote. Other reasons for submitting an FPCA are as follows:
  - Ensures voting files are kept active.
  - Notifies local election official of address changes.



**NOTE:** Consult chapter 3 of the Voting Assistance Guide for State-specific guidance and instructions on completing the FPCA (available at <http://www.fvap.gov>).

**March:**

- Distribute FPCAs to all members of your organization (with enough for family members). Materials and assistance can be found on the FVAP website at <http://www.fvap.gov>.
- Visit the FVAP website for current and back issues of the VIN, news releases, other information, and resources as well as links to other sites of interest in carrying out your VAO duties. Encourage others to visit the site often.

**April:**

- Inventory your supplies of voting materials on-hand in your organization. The FVAP Office recommends stocking at least four FPCAs for each citizen to whom you provide assistance. This will provide enough forms for voting-age family members, changes of address, and replacement forms for those on which errors are made.
- Review the on-line VAO workshop training on the FVAP website. Make preparations to provide the annual voting training required by DOD Directive 1000.4.

**May:**

- Ensure that citizens you assist have submitted new FPCAs to their local election officials if they have recently changed their mailing address or are residents of a State holding elections this year.
- Inventory and replace your stock of voting materials that have been consumed. FPCAs (SF 76) and FWABs (SF 186) are available through normal distribution channels.

**June - September:**

- Be sure to establish and maintain a continuity folder that can be passed on to your successor on your departure. This will help to ensure your successor receives a quick orientation of his or her voting responsibilities and will be most helpful in meeting your organization's absentee voting needs for the upcoming elections.
- Inventory election materials to ensure that you have enough absentee voting materials on-hand to allow for participation in the elections.
- Be sure to stay informed of possible special elections or run-off elections that may occur. Visit the FVAP website at <http://www.fvap.gov> often for up-to-date information and materials. In addition, on-line versions of the VIN and news releases are posted on the site. Citizens may subscribe on-line to the VIN and FVAP news releases.

- Make the VIN available to all citizens you help. If you receive the VIN by e-mail, you should forward it to everyone in your command.
- Check with communications and distribution centers or the voting officer at the next-higher organizational level to ensure you are receiving voting information in a timely manner.
- Encourage others to visit the FVAP website at <http://www.fvap.gov> and to stay in touch with their elected representatives at home using the links provided on the website or by calling the DOD Voting Information Center (DOD VIC), which is available through the toll-free numbers listed on the FVAP website.
- Check supplies to ensure that you have enough voting materials (FPCAs, FWABs) for the upcoming elections. Do not forget to include family members when determining the voting supplies you will need.

## **Frequently Asked Questions and Need-to-Know Information for Installation Voting Officers (IVOs)**

### **Q. Exactly what am I going to be doing as the IVO?**

**A.** Elections occur throughout the year. Voting assistance personnel help others register to vote absentee and request a ballot. This applies all year long, every year, not just during Federal elections years.

### **Requesting a Ballot and Registering a Member**

**Step 1.** Ask the member for the State where he or she plans cast an absentee vote.

**Step 2.** Turn to the instructions for that particular State in your Voting Assistance Guide. If a paper copy of the guide is not available, you may access it through the Federal Voting Assistance Program (FVAP) website at <http://www.fvap.gov>.

**Step 3.** Follow the State's instructions for completing SF 76, Federal postcard application (FPCA). There are separate instructions for military voters and civilian voters.

**Step 4.** Ensure all items are filled in, but especially the mandatory items. If you look at the picture of the FPCA at the beginning of each State's chapter, the shaded or darkened items in the picture are mandatory.

- Administer an oath (if required by the State).
- Ensure the member signs and dates the FPCA.
- Recommend the member put his or her e-mail address in the remarks section to help local election officials contact them (if needed).
- Ensure the form is legible.

**Step 5.** Address the form as indicated in the "Where to Send It" part of the instructions.

**Step 6.** Advise the member to mail the form. No postage is required.

### **Good-to-Know Information**

- Local election officials normally mail ballots 35 to 45 days before an election. If someone has not received a ballot by that time, please advise him or her to contact local election officials.
- If members are unsure whether or not they are eligible to vote in a particular State, please refer them to the local legal office. Legal offices can help determine residency; please leave it to them to do so. If someone claims residency in a State because he or she wants to vote there, the State may start assessing taxes against the individual. For this reason, let the legal office handle residency issues.

**NOTE:** The above steps are very basic and are not all-inclusive.

**Q. What voting materials do I need in order to run my program?**

**A.**

- Voting Assistance Guide.
- SF 76, Federal Post Card for Registration and Absentee Ballot (the 1995 edition is preferred, but the 1988 edition may be used).
- SF 186, Federal Write-In Absentee Ballot.
- Voting election calendar posters (when available).
- Voting motivation posters (when available).

**Q. How do I order the voting materials?**

**A.** The Voting Assistance Guide and motivational posters will be automatically shipped to your ASG voting assistance officer based on your installation strength. FPCAs and FWABs are not automatically shipped to you. IVOs should have their unit publications clerk order the FPCAs and FWABs through the Army in Europe Publishing System at [https://aepubs.army.mil/ae/public/aepubs\\_main.asp](https://aepubs.army.mil/ae/public/aepubs_main.asp). The publications clerk should log in and click on *Forms* (from the blue menu bar). Type in SF Form 76 (or SF Form 186, as appropriate), and click on the *Search* button. Near the bottom of the screen you will see a box marked *Quantity*. Type in the amount required. Click on the *Submit* button. The forms ordered should arrive within a week. Units are not charged for these forms. SF 76 (FPCA) and SF 186 (FWAB) may be ordered on-line at any time (assuming that stock is on hand).

**Q. How much of the voting materials do I order?**

**A.**

- Voting Assistance Guides: 1 for every 40 personnel.
- SF 76 (FPCA): Four for each person.
- SF 186 (FWAB): One for each person.
- Posters: Only a limited amount is printed; not many will be available after the initial shipment.

**Q. Why do we have to order four copies of SF 76 (FPCAs) for every member?**

**A.** This is required by the Army Voting Plan because each State's registration procedures vary. While some States allow one FPCA to serve for the entire year, other States require an FPCA for each election. Having four forms for each individual also ensures that you have enough forms for voting-age family members.

**Q. How do we conduct training or get trained?**

A. The FVAP Office conducts voting workshops for IVOs and other interested parties. These workshops are held at various DOD locations throughout the world. To see the list of workshop locations, visit the FVAP website (<http://www.fvap.gov>). The IVO will host workshops held at Army installations.

**Other ways to train:**

- Read chapters one and two of the Voting Assistance Guide. This guide is available on the FVAP website if you do not have a paper copy.
- Take the Military Voting Officer Training available on the FVAP website.
- Review the Voting Information News (VIN), which is a monthly newsletter published by the FVAP Office. To subscribe, call DSN 312-425-1584.

**Q. We have Marine, Navy, and Air Force personnel on our Army installation. Who is responsible for assisting them with voting matters?**

A. You are. Please ensure you provide voting assistance to all military personnel on your installation, regardless of Service affiliation.

**Q. Oaths: Chapter three of the Voting Assistance Guide shows that for some States, an oath must be sworn to before a notary public, commissioned officer, or any other person authorized by law to administer oaths. Am I responsible for administering the oath as an installation voting officer? Can my unit counselors do this as well, even if they are enlisted?**

A. Yes. According to DOD 1000.4, voting assistance personnel are authorized to administer oaths in connection with voting registration and voting; this includes enlisted personnel.

**Q. What if someone does not have a ballot yet?**

A. Local election offices mail ballots 30 to 45 days before an election. If someone has not received his or her ballot roughly 2 weeks before the election, the individual should contact his or her local election officials directly. Individuals can review the FVAP website under *Election Links* for help or make contact by telephone.

**Q. What do members do if they will be deployed on election day?**

A. Deployed personnel should fill out an FPCA before deploying. They should include the address of their temporary duty (TDY) location on the FPCA so the local election officials can mail the ballot to their TDY location. They should also take a few FWABs with them in case their deployed location does not have any.

**Q. Where can I find information about issues and positions taken by candidates?**

**A.** In addition to reading U.S. news magazines and newspapers, check the FVAP website.

**Q. Where can I find information about State and local issues while overseas?**

**A.** Check the Internet for information. Also subscribe to hometown newspapers or contact friends and relatives for information on State and local issues. The Armed Forces Radio and Television Service broadcasts American news and entertainment programs throughout the world. The DOD Voting Information Center (DOD VIC) also provides a source of information about candidates and issues for citizens voting under the Uniformed and Overseas Citizens Absentee Voting Act.

**NOTE:** Additional questions and answers are on the FVAP website.

## Publicity Methods

During the campaign, public affairs offices will use wide-reaching resources to inform personnel of the voting issues outlined in the campaign plan and how to avoid pitfalls. The following shows how information related to this campaign will be distributed. Other means of distribution will be explored during the campaign.

**a. American Forces Network (AFN) Radio and Television Commercials.** 29- and 59-second commercials illustrating leaders showing their Soldiers how to fill out the FPCA.

**b. AFN Radio and Television Stories.** Stories addressing specific voting concerns geared to a specific audience. The stories cover issues more in depth than commercials but have a short lifespan.

**c. Print Articles.** Printed stories, with photographs when possible, explaining voting issues outlined in this plan. 1st Personnel Command will distribute internally produced stories to Stars and Stripes, area ASG newspapers, and all public affairs offices in the Army in Europe. Printed material also will be posted on the USAREUR Homepage and local websites.

**d. Pop-Up Messages.** Although pop-up messages on the Internet can be annoying, they are an effective way to ensure quick messages reach a wide audience. One possible idea is to display a pop-up message whenever the USAREUR Homepage is accessed. These messages will carry the same voting slogan.

**e. MPEG Videos by E-Mail.** This is a tactic that has not been tried in the Army in Europe but may prove to be very effective. Compressed video is routinely sent to and from e-mail accounts, usually between coworkers and friends. This is done with greater frequency when the video is humorous in nature. While voting issues are to be taken very seriously, there may be a television commercial concept that can address the issue in a humorous manner. The video can be compressed and sent out to key people in the Army in Europe. The number of times the attached video is sent may be difficult to measure.

**f. Army and Air Force Exchange Service (AAFES) Movie Previews.** All AAFES theaters in the Army in Europe aired "Drive to Arrive" commercials before the showing of the featured movie during the "Drive to Arrive" campaign. Television commercials produced for AFN may be inserted before featured movies begin in all AAFES theaters. Research is underway to determine if this is possible.

**g. Advertising Banners.** Large banners in the proper campaign theme displaying the campaign slogan displayed at all installation entry and exit gates.

**h. Pocket Voting Guides.** Develop and design a laminated voting guide small enough to fit into a battle-dress uniform cargo pocket. This guide will address general issues (for example, how to complete the FPCA, where to go for help).

(1) Each card will be two-sided. Side one will have teaching points on the topic. Side two will have a “Voting Action Line” list.

(2) Public affairs offices will work with voting campaign planning personnel and determine what issues will be addressed on the pocket voting guides.

### **Coordinating Instructions**

a. The USAREUR G1 and IMA-Europe will coordinate their proposed public affairs materials with each other as part of normal staffing processes.

b. Unit, ASG, and BSB PAOs will coordinate proposed public affairs materials and media opportunities with one another and their respective staffs as appropriate.



## PROHIBITED PRACTICES

1. Using lists to keep specific account of Soldiers' decisions regarding registration and voting is prohibited. The only reporting that the voter assistance program requires is on the number of Soldiers who participate in the program, regardless of whether or not the Soldier chooses to register or vote later. Therefore, by-name accounting is not necessary and will not be done. It is also not necessary to track registration or voting decisions.
2. Installation commanders will not permit the use of installation facilities by candidates (either incumbents or new office-seekers) or members of their staffs and campaign representatives for political assemblies or meetings; media events; fundraising dinners; parties or social events; causes, no matter who is the sponsor; press conferences; or similar activities. If a Government official who is also a candidate is visiting the installation for official reasons, the installation commander must coordinate with the local public affairs office for guidance when planning the visit.
3. Installation commanders will decline requests for support to any political event that may imply association with any partisan group.
4. Unit voting assistance officers (VAOs) will not engage in or support any activities that could be interpreted as associating the Department of the Army with any political causes or candidates.
5. Commissioned, warrant, and noncommissioned officers will not use military authority to influence or attempt to influence anyone to vote or not to vote, or to require anyone to go to a polling place or place of voting. This activity violates the criminal laws of the United States. Individuals are not prohibited from discussing political issues or candidates for public office in a personal capacity. However, leaders must be cautious because of the influence they have over subordinates, even in informal conversation. For additional guidance on this issue, contact your servicing staff judge advocate office.
6. Unit VAOs must be aware that the type of voting literature that may be distributed is very limited:
  - a. DOD policy prohibits active duty personnel from distributing any campaign literature, whether it is considered partisan or not. Active duty personnel will only distribute information relating to the process of registering to vote (for example, the Voting Assistance Guide, Federal postcard applications (FPCAs), and Federal write-in absentee ballots (FWABs)).
  - b. Neither DOD nor DA is authorized to collect or distribute voting information of a partisan nature. Soldiers, DA civilians, and their eligible family members must obtain this type of information from other sources. Much of this information may be obtained from the DOD Voting Information Center (DOD VIC). Soldiers and DA civilians overseas are encouraged to call the DOD VIC at civilian 1-800-438-VOTE (8683) or (703) 588-1343, or DSN 312-425-1343. Toll-free telephone numbers are listed by country on the Federal Voting Assistance Program (FVAP) website at <http://www.fvap.gov>.

7. VAOs will not contact State or local officials or agencies about voting matters. They should contact the FVAP Office for assistance if it is necessary to contact State or local offices. The FVAP Office is the sole DOD representative for obtaining and distributing voting information from these officials.

8. Active duty Soldiers and Reserve Component Soldiers on active duty are required to comply with DOD Directive 1344.10 and AR 600-20. DA civilian employees must comply with the limitations on political activity in the Code of Federal Regulations, Title 5, part 734; and the Joint Ethics Regulation, chapter 6.

## VOTING ACTION LINES

IMA-Europe	370-9019
6th ASG	421-2076
22d ASG	634-7477
AST Livorno	633-7018
26th ASG	373-8185
411th BSB	373-1500
293d BSB	385-2086
415th BSB	489-6130
233d BSB	348-7410
80th ASG	361-5590
254th BSB	360-7521
98th ASG	351-4426
279th BSB	469-8750
235th BSB	468-1530
280th BSB	354-6471
417th BSB	355-8550
100th ASG	475-8334
409th BSB	476-3985
282d BSB	466-1550
104th ASG	322-1380
414th BSB	322-1610
284th BSB	343-8996
222d BSB	485-7138
221st BSB	337-6150

### **USAREUR Voting Assistance Program**

USAREUR Voting Manager

HHC, 1st PERSCOM  
Unit 29058  
APO AE 09081

**TELEPHONE:**  
06202-80-7861  
DSN 379-379-7861

**FAX:**  
06202-80-6428  
DSN 379-6428

### **VOTING INFORMATION MANAGER**

06202-80-6348-6445  
DSN 379-6348/6445

### **VOTING ACTION LINE 379-6080**

**E-MAIL:**  
paul.young@hq.1perscom.army.mil

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### **WEBSITE:**

*<http://www.hqusareur.army.mil/vote>*



**YOUR GUIDE TO VOTING**  
Yesterday we voted.

Today we vote.

Tomorrow we will vote.



The purpose of this brochure is to ensure that all military personnel, DOD civilians, retirees, and their family members overseas are given voting information and provided the opportunity to exercise their right to vote.

#### I WANT TO VOTE!

**1.** Generally, all U.S. citizens 18 years or older who are or will be residing outside the United States during an election period are eligible to vote as an absentee in any election for Federal office. In addition, all members of the Uniformed Services, the Merchant Marines, and their family members, who are U.S. citizens may vote absentee in Federal, State, and local elections.

**2.** All States and territories accept the Federal postcard application (FPCA) as an application for registration and for an absentee ballot. It is postage-free when placed in the U.S. mail.

**3.** Specific information on applying for absentee registration and a ballot is in the Voting Assistance Guide. Voting assistance officers assigned to units of military installations have a copy of the Voting Assistance Guide to help you complete your FPCA.

**4.** Registration requirements vary from State to State. States and territories allow citizens to register and request an absentee ballot by submitting a single FPCA during the election year. If you are permanently registered, you should

submit an FPCA early in the election year.

**5.** Due to the transient nature of many uniformed and overseas citizens, the FVAP Office continues to recommend that each citizen submit an FPCA to their State of legal residence in January of each year and again each time there is a change in the citizen's mailing address.

**6.** Under normal circumstances, most States and territories begin mailing ballots to citizens 30 to 45 days before an election. If you have not received your ballot 2 weeks before the election, contact the voting assistance officer for help in determining when your ballot was mailed. Always execute and return your absentee ballot, regardless of when you receive it.

**7.** Overseas citizens may be able to use a Federal write-in absentee ballot (FWAB) available through voting assistance officers at military installations. To be eligible for this ballot, a citizen must—

- ✓ Be located overseas (including APO and FPO addresses).
- ✓ Apply for a regular ballot early enough so that the local election official receives the request at least 30 days before the election.
- ✓ Not have received the requested regular absentee ballot.

In summary, the FWAB is only valid when a regular ballot from the State or territory has already been requested in a

timely manner and has not been received. Return the voted FWAB to the local election official to meet the State or territorial deadline for counting.

**8.** The USAREUR Homepage at <http://www.hqusareur.army.mil/vote> provides a variety of information about voting and elections. The information is updated regularly. Answers to almost any voting-related question can be found 24 hours a day, 7 days a week, just by accessing the Homepage.

Contact your voting assistance officer today for more information on casting your ballot.